

## **FREQUENTLY ASKED QUESTIONS: OSTEOPATHIC PHYSICIANS (DO)**

### **APPLICATION & REQUIREMENTS**

- **Where can I get an application?**

You can download the application at the Medical and Osteopathy website [www.hawaii.gov/dcca/areas/pvl/boards/medical/application\\_publication/](http://www.hawaii.gov/dcca/areas/pvl/boards/medical/application_publication/).

- **How much are the fees?**

Information regarding the fees can be found on the instruction sheet attached to the application.

- **What are the requirements for licensure?**

In general, the requirements are:

1. Graduation from a school or college of osteopathy which is approved by the American Osteopathic Association;
2. Internship of at least one year in a hospital approved by the American Osteopathic Association or the American Medical Association or the equivalent if the applicant graduated prior to 1943; and
3. Passage of a national licensing examination.

- **I'm licensed in another State. Do I still have to meet the requirements above?**

DOs who are licensed in another State, country, territory or province may become licensed in Hawaii if the requirements they met at the time of licensure are equivalent to Hawaii's. However, in all cases, they would also have to pass a national licensing examination.

- **What are the requirements for those who are in the medical corps of the United States Army?**

The Board may issue a license, without examination, to a DO who is a graduate of an approved osteopathic college, provided that the person passed an examination for admission into the medical corps of the United States Army, Navy or Public Health Service.

- **How can I check on the status of my application?**

Please call the Licensing Branch at (808) 586-3000 between 7:45 a.m. and 4:30 p.m., Hawaiian Standard Time.

## **EXAMINATIONS**

- **What are the national licensing examinations accepted by the Board?**

The national licensing examinations are:

1. National Board of Osteopathic Medical Examiners examination (NBOME);
2. Federation of Licensing Examination (FLEX);
3. United States Medical Licensing Examination (USMLE); and
4. approved combination of the FLEX and USMLE.

- **What is the passing score?**

75 is the passing score for each part or Step of the examinations.

## **LICENSURE**

- **How quickly will I receive my license?**

Provided that an application does not require Board review, we advise applicants that it usually takes 3-4 weeks from the time we receive a **completed** application.

- **What do you mean by a completed application?**

An application is considered to be complete when we have received the DO's application form, all supporting documents (i.e., state verifications, reports, etc.) and the required fees.

- **What kinds of applications are reviewed by the Board?**

Applications containing questionable, derogatory or disciplinary information are reviewed by the Board

## **PRESCRIBING**

- **Will I be able to call in prescriptions?**

To call in prescriptions, you will need an oral code number from the Department of Public Safety's (DPS) Narcotics Enforcement Division

(NED). Call (808) 837-8470 or write: DPS, NED, 3375 Koapaka Street, D-100, Honolulu, HI, 96819.

- **What do I need to do to prescribe controlled substances?**

To prescribe controlled substances, you will need to register with the U.S. Drug Enforcement Agency (DEA) and the State Department of Public Safety's (DPS) Narcotics Enforcement Division (NED).

The DEA may be reached at the Registration Call Center:  
(800) 882-9539;  
or online at: [www.deadiversion.usdoj.gov](http://www.deadiversion.usdoj.gov)

The NED may be reached at DPS, NED, 3375 Koapaka Street, D-100, Honolulu, HI, 96819. Or, you may call (808) 837-8470.

## **RENEWAL**

- **How often must I renew my license?**

Licenses are renewed every two years on June 30 of each even-numbered year.

- **How much are the renewal fees?**

Renewal fees are \$190.00

- **What are the requirements for renewal?**

DOs must submit a renewal application and pay the renewal fee.

- **Are there continuing medical education requirements for renewal?**

No, there are none for DOs.

- **Can I renew my license online?**

Yes, you may renew online.

- **Can I renew my license after the renewal date?**

Licenses may not be renewed after the renewal date. However, you may restore your license if, within two years of your last renewal, you mail in:

1. the renewal form;
2. \$290.00; and
3. if audited, documentation of your CME.

Licenses may not be restored online.

## **MISCELLANEOUS**

- **Is there an inactive status for osteopathic physicians who aren't actively practicing in Hawaii?**

We do not have an inactive category.

- **I recently moved and would like to know how I can file a change of address with your agency.**

To file a change of address, you will need to provide us with your name, license number and new address. You may send it through e-mail ([medical@dcca.hawaii.gov](mailto:medical@dcca.hawaii.gov)) or mail it to: DCCA, PVL, Licensing Branch, P.O. Box 3469, Honolulu, HI 96801.

- **Where can I obtain licensing information on an osteopathic physician?**

Licensing information may be found at the Professional and Vocational License Search: [www.ehawaii.gov/org/serv/pvl](http://www.ehawaii.gov/org/serv/pvl). Should you need further assistance, we invite you to call the Licensing and Business Information Section at (808) 587-3295, between 7:45 a.m. and 4:30 p.m., Hawaiian Standard Time.

- **How can I find out if an osteopathic physician has been disciplined?**

Complaints information may be found at the Licensee and Business Complaints History Search: [www.ehawaii.gov/org/serv/cms](http://www.ehawaii.gov/org/serv/cms).

- **Who do I contact to file a complaint against an osteopathic physician?**

To file a complaint, please contact the Regulated Industries Complaints Office (RICO) at (808) 587-3222 (menu option #3) or at: [www.hawaii.gov/dcca/areas/rico/forms/](http://www.hawaii.gov/dcca/areas/rico/forms/).

- **I'm applying for licensure in another State and they need a verification of my Hawaii license. How can I arrange to have one sent to them?**

Mail a request for verification to: DCCA, PVL, Licensing Branch, P.O. Box 3469, Honolulu, HI, 96801. Provide the name and mailing address of the State Board and enclose a check in the amount of \$15.00 made payable to Commerce and Consumer Affairs.

- **Can you tell me where I can find the statute and rules relating to osteopathic physicians?**

The Department website contains information on the statute and rules [www.hawaii.gov/dcca/areas/pvl/boards/medical/statute\\_rules/](http://www.hawaii.gov/dcca/areas/pvl/boards/medical/statute_rules/)